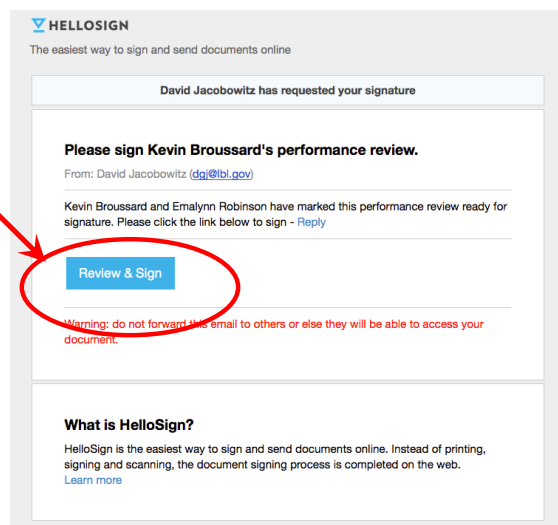


HelloSign Tip Sheet for Berkeley Lab Performance Management Process: For Employees

- Once your supervisor has completed his/her written review of your performance, you will be able to view your finalized document by logging into pmp.lbl.gov.
 - Review your performance review document.
 - Be prepared to discuss your performance at your performance review discussion meeting.
 - Be prepared to sign your performance review document during the meeting.
- Participate in the performance review meeting
 - You may request additional time to add comments to the review (within 5 days, at a date your supervisor specifies, or by the performance review deadline, whichever occurs first).
 - After your conversation with your supervisor, if you still do not agree with the facts in your review you have two options:
 - Write comments in the comment box and electronically sign using HelloSign.
 - You must complete this action within the deadline
 - If you are not comfortable with option 1, using the signing option, you can type directly in the signature box “I decline to sign this review.”
 - You can override any previous signature used.
 - Complete the signature process using HelloSign as you normally would.
 - You must complete this action within the deadline
- To sign, the supervisor and employee should click the link in the email sent to you via HelloSign.
 - Subject line of email will be “Please sign [your name]’s performance review - Signature requested by Performance Management Process Team.”
 - Click “Review and Sign.”

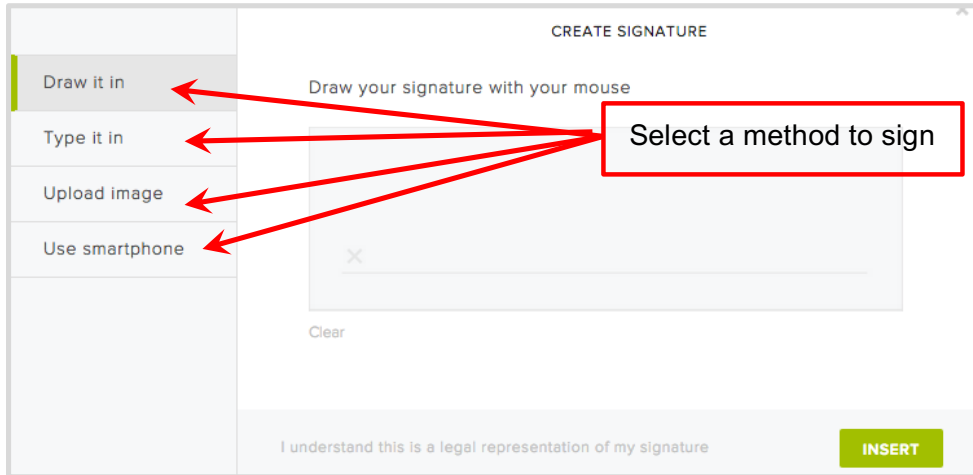
Tip for Signing:

To allow the employee and supervisor to sign on one computer, one may log off so the other can log into his/her email or open a new “Incognito” or “Private” window under the file menu of your web browser.



HelloSign Tip Sheet for Berkeley Lab Performance Management Process: For Employees

- Use one of the following methods to sign:
 - Draw it in: sign directly into HelloSign with a mouse (this is best done with a laptop touchpad and stylus/finger; but may also be done with any mouse).
 - Type your signature.
 - Upload image file: sign a blank sheet of paper and scan it as an image; then upload the electronic image of the signature.
 - Add via Smartphone: sign a blank sheet of paper and take a photo of it.



- Insert your signature
- Enter any comments; Note: For copying and pasting comments, use Chrome instead of Firefox.
- Click “Agree” to submit your legal signature
- All required signatures must be received prior to the Performance Review deadline.

Receive an error?

- If the system times out while you are waiting for your signature to upload, try refreshing the browser.
- If you click the link from your email and the document is not available, click the button to log into HelloSign via Google.

HelloSign Video Demonstration: <http://www.screencast.com/t/P0waiYLqdK%EF%BB%BF>